U.S. Department of State
Student Loan Repayment Program (SLRP)
SERVICE AGREEMENT
FY- _____ .

Name *(Last, First, MI)*	**Social Security Number**

Check One: ☐ **Civil Service**   ☐ **Foreign Service**

In consideration of the student loan repayment benefit for which I qualify under 5 U.S.C. 5379 as implemented by the regulations of the U.S. Office of Personnel Management (5 CFR Part 537) and the policies of the U.S. Department of State, I hereby agree:

1. To serve in a Qualifying Position: Specify Position Title: _____ Occupation Code: _____

    OR

    To serve at a Qualifying Overseas Post: Specify Post: _____

2. Check one box only:

    ☐ To complete three (3) years of service with the U.S. Department of State; OR as applicable

    ☐ To complete one (1) additional year of service with the U.S. Department of State.
    (Applies only for those qualifying for a third consecutive year.)

3. The amount of the student loan repayment in FY _____ is $ _____

4. The effective date *(mm-dd-yyyy)* of the initial service commitment will be the last day of the respective open season application period in which the employee qualified, and is effective for three years thereafter. For those seeking a third year of consecutive eligibility, the effective day of the service agreement will be the

5. The U.S. Department of State is authorized to verify the status and outstanding balance of each loan and to discuss the terms with the lender or note holder.

6. This service agreement in no way constitutes a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service. Acceptance of this agreement does not alter the conditions or terms of my employment. Accordingly, this agreement will not preclude nor limit the U.S. Department of State from effecting personnel actions as may be appropriate.

7. I will notify HR/ER/EP of any transfer to a new position or posting.

8. I will notify HR/ER/EP of my intention to resign voluntarily before completing the service agreement period.

9. In the event I voluntarily leave the U.S. Department of State, or in the event I am involuntarily separated for misconduct or poor performance before completing the agreed upon period of service, I will be indebted to the Federal Government and must reimburse the U.S. Department of State for the full amount of any student loan repayment incentives received under this service agreement.

10. I remain responsible for making loan payments.

11. Loan repayments made by the U.S. Department of State pursuant to this Agreement do not exempt me from responsibility and/or liability for the full amount of any loan taken out by me.

12. I am responsible for any income tax obligation resulting from the student loan repayments made by the U.S. Department of State.

13. The U.S. Department of State is not responsible for any late fees assessed by the lender if the student loan payment is not received on time.

14. The student loan repayment benefits made on my behalf by the U.S. Department of State will not exceed the lifetime maximum amount of $60,000.

a. Effective date of my initial three-year service commitment is _____ through _____

OR

b. Effective date of my one (1) year extended service commitment is _____ through _____

_____ agree to the terms of this Service Agreement.
Print/Type Name

_____   _____
Signature   Date *(mm-dd-yyyy)*

PRIVACY ACT STATEMENT

AUTHORITY: 22 U.S.C. 2651a; 5 U.S.C. 301; 5 U.S.C. 5379; and EO 9397 for the SSN.

PRINCIPAL PURPOSE: To establish the terms under which you qualify for the student loan repayment incentive under the Student Loan Repayment Program.

ROUTINE USES: The personal information and SSN are used by the U.S. Department of State to determine eligibility for Student Loan Repayment Program, maintain administrative records, and perform other administrative functions inherent in the administration of this program. This information will be made available to the Internal Revenue Service for tax and withholding purpose and to the Office of Personnel Management. Additionally, these records, or information therefrom, may also be use within the U.S. Department of State for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

DISCLOSURE: Providing personal information, your SSN and signing this agreement is voluntary, but failure to provide certain information may result in denial of your application and payment(s) not being made on your behalf.